



## 22. Student Admission Policy

Purpose	Sets out the Institute's approach to student admissions.
Location	The policy is maintained on ownCloud (original: Pydio)- <a href="http://cloud.ee.edu.au/owncloud">http://cloud.ee.edu.au/owncloud</a>
Responsible executive	Registrar
Responsible office	CEO Office
Effective date	30 November 2017
Review date	30 November 2018, 30 November 2021, 30 November 2023
Modification history	June 2013 (v1), Aug 2016 (v2), Nov 2016 (v3), Nov 2017 (v4), Apr 2018 (v5), Jul 2019 (v6), 20 Nov 2020 (v7), 04 August 2021 (v8), 09 March 2024 (v9)
Related documents	Enrolment Policy, Tuition Fees Payment & Refund Policy, Student Progression, Graduation and Exclusion Policy. Recognition of Prior Learning (RPL) Policy
Authority	Approved by Council

### 1. Purpose

All candidates for a qualification must have been formally admitted to the Institute before commencing study for that qualification. The granting of Academic Credit is subject to the Institute's policy on Academic Credit and RPL (#2).

### 2. Scope

Relevant to all candidates who apply for an award course at Elite Education Institute (EEI). This policy should be read in conjunction with the Higher Education Standards Framework (Threshold Standards) 2021 (Cth) and EEI's

- Enrolment Policy (#45),
- Tuition Fees Payment & Refund Policy (#31),
- Recognition of Prior Learning Policy (#2) and
- Student Progression, Graduation and Exclusion Policy (#30).

### 3. International Students Admission Criteria for Undergraduate courses

3.1 Students must be 18 years of age before commencement of the designated study period.

3.2 The minimum entry requirement for all students is an Australian Year 12 senior secondary school certificate or its international equivalent and the conditions consistent with the requirements for Subclasses 500 visas in the case of international students.

3.3 Completion of AQF Level 4 study

If a student completes an Australian Certificate IV in vocational study (AQF Level 4), they will be able to enrol in an undergraduate course at Elite Education Institute.

3.4 English Language Proficiency

The language of instruction is English. All students are required to demonstrate a minimum level of proficiency in English language to qualify for admission. For students enrolling onshore, students from Australian local institutes, an Australian Year 12 senior secondary school certificate is required.

For students enrolling from non-English speaking countries directly, a condition of admission is evidence of an IELTS (Academic) test with a minimum score of 6.0 with no sub-band scores less



than 5.5. Students with IELTS (Academic) 5.0 may enrol after successful completion of the English for Academic Purposes Level 2 (EAP2) program authorised at a TEQSA/ASQA accredited ELT Centre approved by the Institute. Successful completion of the EAP program requires a pass mark in all assessment tasks

When an IELTS score is used to demonstrate English proficiency, that score must have been attained within two years of the date of application for admission.

- 3.5 Applicants must attend a personal interview prior to receiving a Letter of Offer. The personal interview will be held with the applicant and a senior member of EEI staff. This interview may be conducted in person, or by phone, or utilising other available technology. The purpose of the interview is to ensure the applicant has a high chance of success in their chosen Award Course based on identified and potential academic skills, personal resilience, resources, motivation and commitment.
- 3.6 International students have a visa requirement. To obtain a student visa to study in Australia, international students must enrol full-time and on campus. Australian student visa regulations also require international students studying on student visas to complete the course within the standard full-time duration. Students can extend their courses only in exceptional circumstances.

#### **4. Domestic Students Admission Criteria for Undergraduate and Postgraduate courses**

- 4.1 Students must be 18 years of age before commencement of the designated study period.
- 4.2 Applicants must complete an Undergraduate or Postgraduate Application Form and submit it with certified copies of academic statements/reports; proof of identity (e.g. Birth Certificate or Passport); and any additional supporting documentation.
- 4.3 Applicants must attend a personal interview prior to receiving a Letter of Offer. The personal interview will be held with the applicant and a senior member of EEI staff. This interview may be conducted in person, or by phone, or utilising other available technology. The purpose of the interview is to ensure the applicant has a high chance of success in their chosen Award Course based on identified and potential academic skills, personal resilience, resources, motivation and commitment.
- 4.4 Successful Applicants will pay an Enrolment Fee on commencement and each trimester will pay tuition fees for each subject studied.

#### **5. International Students Admission Criteria Postgraduate Courses**

- 5.1 Students must be 18 years of age before commencement of the designated study period.
- 5.2 Applicants must have completed a recognised Bachelor's degree, or an equivalent or higher qualification.
- 5.3 The English proficiency requirement for international students or local applicants with international qualifications is:
  - IELTS Academic: overall band minimum score of 6.5 with no individual band less than 6.0; or
  - PTE: Minimum overall score of 58 with no band less than 50; or



- TOEFL iBT: Overall score: 80 (Reading: 20; Writing: 20; Listening: 18; Speaking: 18); or
- University of Cambridge - Advanced (CAE): Total score of 176 (no individual band less than 169)
- Completion of Elite Education Group EAP2: equivalent to IELTS 6.5
- Minimum one-year Tertiary study at:
  - ✓ An Australian Bachelor degree, Graduate Certificate or Graduate Diploma in any discipline
  - ✓ an Australian Master by research or doctoral degree, or equivalent, from an English medium institution.

5.4 Applicants must attend a personal interview prior to receiving a Letter of Offer. The personal interview will be held with the applicant and a senior member of EEI staff. This interview may be conducted in person, or by phone, or utilising other available technology. The purpose of the interview is to ensure the applicant has a high chance of success in their chosen Award Course based on identified and potential academic skills, personal resilience, resources, motivation and commitment.

5.5 International students have a visa requirement. To obtain a student visa to study in Australia, international students must enroll full-time and on campus. Australian student visa regulations also require international students studying on student visas to complete the course within the standard full-time duration. Students can extend their courses only in exceptional circumstances.

## **6. Enrolment Records**

Electronic records of admission are retained in a systematic fashion separately for each student.

## **7. Admission Information**

7.1. Admissions processes are to ensure that students have the academic preparation and proficiency in English needed to participate in their intended study, and no known limitations that would be expected to impede their progression and completion.

The admissions process is to ensure that, prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including:

- all charges associated with their proposed studies as known at the time and advice on the potential for changes in charges during their studies;
- policies, arrangements and potential eligibility for credit for prior learning;
- policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges; and
- policies and requirements in regards to course progress and attendance.

7.2. To be admitted to study at EEI, an applicant must apply using the Undergraduate- or Postgraduate Application Form (available on the EEI website) and submit the form alongside all supporting documents to the Administrative Office. Application fees may apply.

7.3. All Admission and other contractual arrangements with students are in writing and include any particular conditions of enrolment and participation for undertaking particular courses of study that may not apply to other courses more generally, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of work placements.



## **8. Accepting Offers**

- 8.1. An applicant must accept their admission offer by returning the signed Acceptance Form to the Administration Office.
- 8.2. International applicants must pay the tuition fees and other compulsory fees identified on their letter of offer. Further information can be found on the Tuition Fees Payment and Refund Policy.

## **9. Withdrawal or Cancellation of Offers**

- 9.1. EEI reserves the right to withdraw or cancel an offer or enrolment where:
  - a) incomplete or inaccurate information is identified as having been provided by the applicant or certifying authority;
  - b) there are insufficient enrolments to make the relevant course viable; or
  - c) an error has been made in assessing or processing the application by a third party or agent.

## **10. Deferring Offers**

- 10.1. Applicants in receipt of an offer may request to defer by submitting a request in writing to Administrative Office prior to commencement of the course.

## **11. Re-admission of Former EEI Students**

- 11.1. Students who wish to re-enrol after they have ceased study in a course, and who have not taken formal leave of absence under the Enrolment Policy, must apply for readmission.
- 11.2. Readmission to the same course of study or an equivalent course of study will be at the discretion of the Institute and subject to course availability at the time of the application.
- 11.3. Students who have been excluded because of unsatisfactory academic progress and wish to re-enrol need to reapply for admission after the conclusion of their exclusion period. The current eligibility requirements will apply.

## **12. Verification of an Applicant's Academic Credentials and the status of the awarding institution**

Once Applicants submit prior qualification and academic transcript, the administration staff will check the existence of the awarding institution and its reputation, ranking and confirm issuing of the qualification to the applicant. If it is necessary, the administration staff will also contact the awarding institution to verify the truthfulness of the qualification and academic transcript.

## **13. Appeal**

- 13.1. Students have a right of appeal through the internal complaints and appeal processes at EEI, within 20 working days of the decision being made by EEI.
- 13.2. Students have a right of appeal externally to EEI after finalisation of an outcome from the EEI internal complaints and appeal process.
- 13.3. For information and assistance on appeal rights, please view EEI's Student Grievance Mediation

**Elite Education Institute Pty Ltd trading as Elite Education Institute**

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Policy and/or seek assistance from the Registrar at EEI.